

**KEEC Council Meeting**  
**Agenda Item G-2**  
**May 31, 2018**

**UPDATE: AMERICORPS GRANT**

---

**Planning Grant**

- Because of delays in the personnel cabinet's approval process, KEEC was unable to hire a Program Director for the AmeriCorps planning grant starting November 2017 as planned.
- In order to facilitate hiring, and to avoid the large increase in pension costs (84% of salary) associated with hiring a full-time state employee, KEEC contracted with KAEE to provide the AmeriCorps Program Director.
- The planning grant runs through August 31, 2018.
- Because it continues into the next biennium, the contract with KAEE had to be split into May-June, and July-August time periods.
- Until a Program Director is hired, KAEE staff will fulfill the duties of the Program Director in planning for the AmeriCorps grant.
- Because of the lack of Program Director expenses, KEEC expects to return about half of the federal funds awarded in the grant.

**Memorandum of Understanding with KAEE: April 15 – June 30, 2018**

Expense	Explanation	Total
Personnel	Program Director (based on 2.5 months at an annual salary of \$36,000	\$7,500.00
Fringe Benefits	Program Director Benefits include workers comp, taxes, staff development, retirement (matched by employer at 3% of annual salary), sick leave, holiday pay, vacation and compensatory time (based on 3 months)	\$1,432.50
Personnel	KAEE Executive Director assistance in grant writing and review, hiring of Program Director, and oversight of this project (calculated at 65 hours for \$40/hour; including fringe benefits).	\$2,600.00

Travel and Meals	Travel and meal reimbursements for Program Director for job-related events, meetings and trainings (calculated up to \$300/month for 2.5months)	\$750.00
Phone Stipend	Monthly stipend for Program Director for use of personal cell phone for work-related calls and emails (calculated at \$20/month for 2.5 months)	\$50.00
Administrative	Staff time and resources necessary for hiring of program director, issuing payroll, assisting in grant writing and fund development efforts (calculated at approx.. 25% of total budget)	\$3,083.13
<b>Total</b>		<b>\$15,415.63</b>

#### **Memorandum of Understanding with KAEE: July 1 – August 31, 2018**

<b>Expense</b>	<b>Explanation</b>	<b>Total</b>
Personnel	KAEE staff time 20 hours a week for 8 weeks @ \$30.44 per hour	\$4,870.40
Fringe Benefits	KAEE Staff benefits include workers comp, taxes, staff development, retirement (matched by employer at 3% of annual salary), sick leave, holiday pay, vacation and compensatory time (based on 2months) @19%	\$925.38
Personnel	KAEE Executive Director assistance in grant writing and review, hiring of Program Director, and oversight of this project (calculated at 40 hours for \$40/hour; including fringe benefits).	\$1,600.00
Travel and Meals	Travel and meal reimbursements KAEE Staff for job-related events, meetings and trainings (calculated up to \$300/month for 2.5months)	\$600.00
Administrative	Staff time for assisting in grant writing and fund development efforts (calculated at approx.. 25% of total budget)	\$1,998.94
<b>Total</b>		<b>\$9,994.72</b>